

## October 2008

<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	<u>Instructor</u>
October 2	Firearms Instructor Recertification	Training Academy	8:00	8 Hours	Sherman/Beaumont
October 2	Cultural Awareness	Human Resources	8:00	4 Hours	Ardella Bearden
October 2	Performance Evaluation	Human Resources	12:30	4 Hours	Toni Bradley
October 3	Structured Interviewing	Human Resources	8:00	4 Hours	Jocelyn Hamby
October 6-10	Basic Horsemanship	Wrightsville	8:00	40 Hours	Earl Pepper
October 7	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
October 7	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
October 7	Advanced eOMIS	Human Resources	8:00	4 Hours	Joyce Taylor
October 8	Interpersonal Communications	Training Academy	8:00	8 Hours	Sherman/Beaumont
October 8	Using Microsoft Word	Human Resources	8:00	4 Hours	Linda Coffman
October 8	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Pam Riegler
October 9	Firearms Instructor Recertification	Training Academy	8:00	8 Hours	Sherman/Beaumont
October 9	Eomis Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
October 9-10	The Human Element	Little Rock	9:00	14 Hours	Inter Agency
October 10	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	Sherman/Beaumont
October 14	Basic Microsoft Power Point	Human Resources	8:00	4 Hours	Linda Coffman
October 14	Eomis Training - Basic	Human Resources	8:00	4 Hours	Joyce Taylor
October 13-14	16 Hour Non Security Training	Training Academy	8:00	16 Hours	Sherman/Beaumont
October 14	Grievance Prevention and Handling	Little Rock	9:00	6 Hours	Inter Agency
October 14	Interpersonal Communications	Little Rock	9:00	6 Hours	Inter Agency
October 15-16	Management Effectiveness	Training Academy	8:00	16 Hours	Sherman/Beaumont
October 15	Managing the Multi Generational Workforce	Training Academy	8:00	8 Hours	Tommy Rochelle
October 15	Basic Microsoft Excel	Human Resources	8:00	4 Hours	Linda Coffman
October 16	eOMIS Incident Report Coordinator Class	Human Resources	8:00	2 Hours	Joyce Taylor
October 16	eOMIS Incident Report Coordinator Class	Human Resources	10:30	2 Hours	Joyce Taylor
October 17	Distinguished Gentleman Seminar	Human Resources	8:00	8 Hours	Ardella Bearden
October 20-24	Emergency Response Team Training	Training Academy	8:00	40 Hours	John Kleiner
October 20-24	Basic Horsemanship	Wrightsville	8:00	40 Hours	Earl Pepper
October 22-23	Emergency Preparedness	Training Academy	8:00	16 Hours	Wallace McNary
October 23	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracy Robertson
October 27	Identity Theft	Training Academy	8:00	4 Hours	Beaumont
October 28	Slips, Trips and Falls	Human Resources	8:00	4 Hours	Sonia Wallace
October 29-30	Introduction to Management	Training Academy	8:00	16 Hours	Sherman/Beaumont
October 30	Health & Safety Plan Training	Human Resources	8:00	4 Hours	Sonia Wallace
TBA	The Human Element	Training Academy	9:00	14 Hours	Jackie Moore
	Additional Training				
	Advanced Drivers Techniques - As scheduled by your Unit Trainer				
		Unit			Roland Robinson
	National Institute of Corrections				
Open Enrollment	Internet Based e-Learning Classes	National Institute of Corrections		Varied	
	Contact your Unit Trainer for information				Self-Paced
This monthly training schedule does not reflect all training opportunities available in the Department of Correction.					
Your unit trainer has information for classes with Criminal Justice Institute, Inter Agency and E-Learning					